

Wenatchee Public Schools



Community Engagement Planning Guidelines

- I. What will be the purpose and specific outcomes for each of the community engagement activities?
 - 1) Type of engagement activity
 - 2) Purpose
 - 3) Outcomes
- II. Will the community engagement activities be for the general population, targeted school or community groups, or both?
- III. What level of participation are you hoping to achieve for each engagement? And what type of advertising, promotion, and timeline will be needed to encourage participation?
- IV. What formats will be used for the community engagement?
 - 1) Participant Feedback – topic specific, open-ended questions, other?
 - 2) Meeting Formats:
 - Small Group/Large Group
 - Examples: Focus Group/ Table Top Facilitation/ Brown Bag Lunch/ Coffee Discussions/ Brainstorming
- V. How will the community feedback be reported back to the staff, the participants and larger community?
- VI. Community Engagement Calendar:
 - What types of engagement activities and how many events are reasonable for this school year?
- VII. Engagement Logistics:
 - Will childcare be needed?
 - Will interpreters be needed?
 - Location(s)
 - Refreshments
 - Based on the engagement format who should facilitate?

Wenatchee Public Schools



Citizen Advisory Committee Planning Guidelines (Procedure 4110P)

- I. Committee Focus: Review of the district Mission & Wenatchee Learns Vision
- II. Committee Purpose & Charge (Focus Points):
 - 1)
 - 2)
 - 3)
 - 4)Upon completion of the focus points a written summary of the committee purpose, charge and priority focus points will be developed.
- III. Desired Outcomes of the Committee Work:
 - 1)
 - 2)
 - 3)
 - 4)
- IV. Committee Membership:
 - 1) How many members will serve on the committee?
 - 2) How will committee membership be representative of our student and parent demographics?
 - 3) What process will be used to promote interest and participation in the group?
 - 4) What will be the length of time for promoting interest and participation sign-up?
 - 5) What process will the school board use to make appointments to the committee?
 - 6) Will school board representatives be part of the committee?
 - 7) Will the school board appoint a committee chair?
- V. Committee Timeline:
 - 1) What is the designated start and ending time for the committee?
 - 2) How many meetings will be scheduled between the starting and ending timeline?
 - 3) Will the school board require periodic progress reports and a final recommendation at the conclusion of their work?
- VI. Committee Support and Resources:
 - 1) Will facilitation of the committee be conducted by a school board member, superintendent or outside consultant?
 - 2) What type of staff consultants and other resources will be made available to the committee?
 - 3) Will financial expenses be made available as needed to the committee?



**Wenatchee Public Schools
Board Work Session: The Work of the Board**

February 16, 2016, 5:30-8:30 p.m.

Facilitated by Tricia Lubach, WSSDA Leadership Development

5:30 – 5:45 p.m. — Introductions & Objectives

What do you hope to talk about with each other today?

5:45 – 6:50 p.m. — The Leadership Team — Guiding the Work & Working Together

Guiding Questions:

1. In which areas are we performing effectively as a board?
2. In which areas are there growth opportunities for us as a team?
3. How can we maximize the areas of strength?
4. How can we use areas of opportunity to grow and improve as a board?

6:50 – 7:00 p.m. — Break

7:00 – 8:15 p.m. — Tools and Practices for Effective Teamwork & Leadership

Guiding Questions

1. What is the board's role in each of the Four Guiding Strategies of Wenatchee Learns?
 - a. Strategy 1: Design the personalized learning system of the future
 - b. Strategy 2: Tap the power of our whole community
 - c. Strategy 3: Use the best tools and resources to advance learning
 - d. Strategy 4: Balance Change for All with Excellence for All
2. How can board members bring forward ideas or concerns appropriately?
3. How do we ensure that issues are addressed in the right venue for the best outcome?
4. What are best practices for communication with community members, staff and each other?
5. How do we hold ourselves and each other accountable and build trust as a team?

8:15 – 8:30 p.m. — Wrap up and next steps, evaluation

Guiding Questions

1. What actions need to come from our discussions tonight?
2. What topics warrant for further discussion or future work sessions?